

# 21st CCLC (Arizona)

Last Modified on 03/11/2024 8:46 am CDT

21st Century Student Information | 21st CCLC Field Descriptions | 21st Century Setup Information

Classic View: Student Information > Program Participation > State Programs > 21st CCLC

#### Search Terms: 21st CCLC

The 21st Century Community Learning Centers (CCLC) provide academic enrichment opportunities during nonschool hours for children, especially those who attend high poverty and low performing schools. This program helps students meet state and local student standards in core academic subjects and offers enrichment activities, literacy and other educational services to families.

Information provided here details how to record 21st Century information in Campus. Always follow your district's policies when adding or modifying 21st Century information.

21st Century information is reported on the Student Program Association Ed-Fi Resource and the Student Program Attendance Events Resource. CCLC Course information is reported on the 21st CCLC Summary of Classes Report.

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Calendar information, attendance preferences, course information and Ed-Fi configuration need to be done prior to enrolling students into CCLC programs. See the 21st Century Setup Information section for guidance.

# **21st Century Student Information**

Add CCLC Enrollment | Add CCLC Record for Student | Schedule Student into CCLC Courses | Add Roster Start and End Dates | End CCLC Record for Student

A student may participate in the 21st CCLC program sporadically throughout the year. Meaning, they might participate for a period of time in the summer, then again sometime in the school year. When this happens, individual enrollments AND 21st CCLC program records for each set of dates needs to be created.

A student who participates from July 1 to July 31, then again from September 1 to September 30, would have two enrollment records with start/end dates for June and start/end dates for September and two CCLC records with the same start/end dates for June and September.





# Add CCLC Enrollment

Classic View: Student Information > General > Enrollments

Search Terms: Enrollments

- 1. Verify the 21st CCLC Calendar is selected in the toolbar.
- 2. Click **New** to add a new enrollment. In the **General Enrollment Information** editor, enter at least the required information needed to save the enrollment:
  - Calendar
  - Schedule
  - Grade Level
  - Start Date
  - Service Type
  - Local Start Status

General Enrollme	ent Information				-
Enrollment ID					
*Calendar		*Schedule	*Grade	Class Rank Exclude	External LMS Exclude
2023 - BHS - CEC	• ]	Man 🔻			
*Start Date	No Show	End Date	End Action	P: Primary	- I
*Local Start Status			Local End Status		
State Start Status		•	State End Status		¥
Start Comments	lic		End Comments	A	Rolled From Enrollment ID: N/A
	Ger	neral Enrol	lment Fiel	lds for CCL	5

- 3. In the State Reporting Fields Editor:
  - Set the Local Service Type to O: Program Only.
  - Mark the **State Exclude** checkbox.



*Local Service Type O: Program Only *	State Exclude
Attendance Type	
Withdrawal Reason	Graduation (Year End Status)
Previous School State	Serving District
Select a Value	Select a Value
Previous LEA (Charter)	Total CCE Hours Total CC CTE Credits
Resident School Select a Value *	
	FTE Tuition Payer Special Enrollment
Chandler Unified Sc(070280000)	100% • 1: Normal • •
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4. Click Save.

# Add CCLC Record for Student

Classic View: Student Information > Program Participation > State Programs > 21st CCLC

Search Terms: 21st CCLC

- 1. Click New.
- 2. Enter a **Start Date** usually June 1 of the reporting year.
- 3. Select the appropriate **Program** for this student.
- 4. Enter any **Comments** needed for this record.
- 5. Click **Save** when finished.

21st CCLC ☆ Student, Samuel DOB: 10/29/13 ★ Medical Condition(s) ▲ SPED 및 VIRTUAL LEARNING CONSENT
New       Save       Delete       Print Summary Report         21st Century Community Learning Centers Summary         Start Date       End Date         12/08/2022
21st Century Community Learning Centers Detail  Start Date End Date
12/08/2022       *Program       49: 21st CCLC v       Comments
Modified By: Administrator, System 12/09/2022 10:26 AM District Defined Elements
CCLC Record

While only the the Start Date and Program fields are required, to ensure accurate and complete reporting, all fields need to be populated for students who participate in multiple CCLC programs throughout the year.



### Schedule Student into CCLC Courses

**Classic View:** Scheduling > Courses > Course > Section Roster Setup; Student Information > Schedule > Walk-In Scheduler

Search Terms: Schedule

Once the enrollment record is saved for the CCLC student and a CCLC record is tied to that enrollment, the student can then be scheduled into CCLC Courses. This can be done through the Walk-In Scheduler or through the Section Roster Setup.

#### Add Roster Start and End Dates

Classic View: Student Information > Schedule > Walk-In Scheduler

#### Search Terms: Schedule

Because CCLC courses are offered for a short period of time (usually for a month), **Roster Start Date** and **Roster End Date** must be populated when a student is scheduled into the course.

Once the course is added to the student's schedule, select that course from the Schedule grid. Enter the **Start Date** and **End Date** of the course.

	Filter 🗸 🗘 🕈					Roster Update
	Q1	Q2	Q3	Q4	>	WORKPLACE STUDIES - CLC130B - 5
<b>P</b> 1	CLC120A-5 WORKPLACE EXPLORATION 1 Staff, Amelia	CLC120A-5 WORKPLACE EXPLORATION 1 Staff, Amelia	CLC120B-5 WORKPLACE EXPLORATION 1 Staff, Amelia	CLC120B-5 WORKPLACE EXPLORATION 1 Staff, Amelia	Requests	Start Date
P2	CLC130A-5 of CLC130A-5 Staff, Amelia	CLC130A-5 of WORKPLACE STUDIES Staff, Amelia	CLC130B-5 WORXPLACE STUDIES Staff, Amelia Start: 10/1/2022 Drop: 10/31/2022	No Scheduled Course	Search >	End Date 10/31/2022
P3	CLC150A-5 SELF MANAGEMENT 1 Staff, Amelia	CLC150A-5 SELF MANAGEMENT 1 Staff, Amelia	CLC150B-5 SELF MANAGEMENT 1 Staff, Amelia	CLC150B-5 SELF MANAGEMENT 1 Staff, Amelia		No Credit
P4	CLC160A-5 LIFE SKILLS 1 Staff, Amelia	CLC160A-5 LIFE SKILLS 1 Staff, Amelia	CLC160B-5 LIFE SKILLS 1 Staff, Amelia	CLC160B-5 LIFE SKILLS 1 Staff, Amelia		Repeated
P5	CLC241A-5 PERSONAL DEVELOPMENT 2 Staff, Amelia	CLC241A-5 PERSONAL DEVELOPMENT 2 Staff, Amelia	CLC241B-5 PERSONAL DEVELOPMENT 2 Staff, Amelia	CLC241B-5 PERSONAL DEVELOPMENT 2 Staff, Amelia	1	Dual Credit
P6	CLC261A-5 LIFE SKILLS 2 Staff, Amelia	CLC261A-5 LIFE SKILLS 2 Staff, Amelia	CLC261B-5 LIFE SKILLS 2 Staff, Amelia	CLC261B-5 LIFE SKILLS 2 Staff, Amelia		Moarnea By Administrator, System on 1/13/2023 2:40 PM
		0.	- to a Determ Add			

### **End CCLC Record for Student**

Classic View: Student Information > Program Participation > State Programs > 21st CCLC

#### Search Terms: 21st CCLC

- 1. Select the 21st CCLC record that needs to be ended. The 21st Century Community Learning Centers Detail editor displays.
- 2. Enter an **End Date** for this student that is the last day they are receiving services.
- 3. Enter an **Exit Reason** for the student.
- 4. Enter any **Comments** related to the ending of this student receiving services.
- 5. Enter an **Evaluation Date** for the student.
- 6. Verify your name is selected in the Survey Completed By field.
- 7. Answer the three survey questions listed with one of the provided answers.
- 8. Click **Save** when finished.



Ending a CCLC Record

# **21st CCLC Field Descriptions**

Start Date | End Date | Program | Exit Reason | Comments | Evaluation Date | Survey Completed By | Class Participation | Positive Classroom Behavior | Positive Peer Relationships

# **Start Date**

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Indicates the date the CCLC record began.

Click here to expand...

# **End Date**

Indicates the date the CCLC record ended.

Click here to expand...

#### Program

Lists the CCLC Program in which the student participated.

Click here to expand...

# **Exit Reason**

Lists the reason the student exited the CCLC Program.

Click here to expand...



# Comments

Provides additional information on the CCLC record.

Click here to expand...

# **Evaluation Date**

Date of when the student evaluation was observed.

Click here to expand...

# **Survey Completed By**

Indicates which staff person performed the student evaluation. This lists all active staff in the selected school.

Click here to expand...

# **Class Participation**

Requests an evaluation of the student for their level of class participation for the statement "While this student was in your regular school day class, assess their change in Class Participation."

Answers are limited to one of the following:

- 01: Decreased
- 02: Remained the Same
- 03: Improved
- 04: Do not need to improve

Click here to expand...

# **Positive Classroom Behavior**

Requests an evaluation of the student for their level of class participation for the statement "While this student was in your regular school day class, assess their change in Positive Peer Relationships."

Answers are limited to one of the following:

- 01: Decreased
- 02: Remained the Same
- 03: Improved
- 04: Do not need to improve

Click here to expand...

# **Positive Peer Relationships**

Requests an evaluation of the student for their level of class participation for the statement "While this student was in your regular school day class, assess their change in Positive Peer Relationships."

Answers are limited to one of the following:

- 01: Decreased
- 02: Remained the Same
- 03: Improved
- 04: Do not need to improve

Click here to expand...



# **21st Century Setup Information**

Calendar Creation | School Year History | Positive Attendance Preferences | Course Information | Ed-Fi Configuration

This process requires a one-time setup per school year.

# **Calendar Creation**

Classic View: System Administration > Calendar > Calendar > Calendar

Search Terms: Calendar

Create a separate calendar for 21st CCLC students. Use the Calendar Wizard to roll calendar information forward from the current year to the next year.

- 1. Enter a **Start Date** of **June 1 (06/01/20XX)** of the reporting school year. For the 23-24 school year, the start year is 2023; for the 24-25 school year, the start year is 2024. When 21st CCLC courses start in May, enter the first day in May that the state accepts data as the Start Date, which is **May 23, 20XX.**
- Enter an End Date of May 30 (05/30/20XX) of the reporting school year. For the 23-24 school year, the end year is 2024; for the 24-25 school year, the end year is 2025. The Month and Day of the End Date must be ONE DAY PRIOR to the Start Date calendars cannot be more than 365 days; for a start date of May 23, the end date would be May 22.
- 3. Set the Attendance Type to 017:Positive.
- 4. Leave the Days Per Week field blank to ensure this calendar does not send information to the state.

Calendar Information ជា		
Save 🗴 Mark for Deletion		
Calendar Info		
Calendar ID	School	
4495	12345 High School (schoolID:6	51)
*Name	Number	Sequence
22-23 21CCLC		
*Start Date	*End Date	Summer Sch
07/01/2022	06/30/2023	
student Day (instructional minutes)	reacher Day (minutes)	Exclude
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choi
Туре		
I: Instructional		
Require Student Assignment	External LMS Exclude	
Ignore Master Push	_	
Comments		
Teach		
гаск		
Attendance Type		
Attendance Type		
Attendance Type 017: Positive		
Attendance Type 017: Positive Attendance Calculation QD: Quarter Day		
Attendance Type O17: Positive Attendance Calculation QD: Quarter Day Days Per Week		
Attendance Type 017: Positive Attendance Calculation QD: Quarter Day Days Per Week		
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Attendance Type 017: Positive Attendance Calculation QD: Quarter Day Days Per Week Student Brain Honey DomainB	v	
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Attendance Type 017: Positive Attendance Calculation QD: Quarter Day Days Per Week Student Brain Honey DomainID Staff Brain Honey DomainID EdFi CalendarID	v	

21st Century Calendar Dates

Set the Calendar Terms, Periods and Days as you would for any other calendar. Ensure that the days where attendance is recorded are marked as Attendance AND Instructional days, even during the summer months.

#### **School Year History**

**Classic View:** System Administration > Resources > School > School History

#### Search Terms: School

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To identify the school as a 21st CCLC learning center, mark the **21st CCLC** checkbox on the School History record.

In order to report discipline events for students at a 21st CCLC school, regardless of whether the student participates in a 21st CCLC program, this checkbox must be marked.

School Information ☆	
Save School History Delete School data is divided into two areas: School Deta tracked historically. By creating a new School Histor record, select an exis record based on the current information, which ca School Editor	ol History New School History iil and School History. School History records contain information related to a school that can be any, the new information is tracked as of a specific date while the previous values are preserved. To ting School History and click the New School History button. This will create a new School History n be modified as needed and saved. High School (80202) School History
High School  High School  Griginal Record  T	*Effective Date         05/12/2023         Program Participation         Title 1         Not a Title 1 School         V         21st CCLC         USDA Programs         School Breakfast Program(SBP)         National School Lunch         Program(NSLP)         Provision         SBP         NSLP         Year         End Year         - Modified by: Administrator, System 05/11/2023 14:40

### **Positive Attendance Preferences**

**Classic View:** System Administration > Attendance > Positive Attendance Preferences

Search Terms: Positive Attendance Preferences

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Attendance is sent for 21st CCLC Programs as Positive Attendance. To send this information correctly, districts need to enter attendance events for EACH day and time a student participates in the program. See the Positive Attendance article for information on recording Positive Attendance.

Since the Calendar is set to 017: Positive Attendance, set the **Enable Positive Attendance tools and reports** to **Yes** and then click **Save**.

≡	Q	Infinite Campus					
Pos	itive At	tendance Preferences 🏠					
<b>1</b>	ave						
Enable	Calendar Preferences Enable Positive Attendance tools and reports: Yes  Allow teachers to modify Positive Attendance for previous 0 days.						
_							

Verify the teacher has proper tool rights to record Positive Attendance.

# **Course Information**

Classic View: Scheduling > Courses > Add Course, Course Information, Course Sections



Create 21st Century courses for the calendar, or verify they exist in the calendar. When calendar attributes are rolled forward from previous years, 21st Century courses can be marked to roll forward to the next calendars. The **Course Name** and **Course Number** should indicate it is a 21st Century course.

- 1. Mark the **Positive Attendance** checkboxes.
- 2. Select the 21st CCLC program in the **21st CCLC** field. **The values available for this field are determined by the state of Arizona and cannot be modified.**
- 3. Select the appropriate **21st CCLC Activity Type** for this course. See the CCLC Activity Type table for more information.

Course Master Information ☆ CLC130A WORKPLACE STUDIES SECONDARY
Save O Delete C Push To Courses  Course Master Detail Course Catalog SECONDARY  Number CLC130A  Number CLC130A  Number CLC130A  Subject Type Extended to Course Oats Course To be Course T
State Code Department Az22998 ELECTIVES  Schedule Load Priority Max Students  O O O O O O O O O O O O O O O O O O O
Homeroom Allow student Allow teacher Portal Expected Hours Portal Expected Hours Hide Standards On Repeatable Attendance Hours Hours Cation Override Ed.FITerm Descriptor Override Ed.FITerm Descriptor Override Comments
21st CCLC Course Fields

#### **CCLC Activity Types**

Click here to expand...

# **Ed-Fi Configuration**

Classic View: System Administration > Ed-Fi

#### Search Terms: Ed-Fi

When configuring the Sessions Resource (Reporting > Ed-Fi > Configuration > Session), the**Term Detail** can be populated with the 21st CCLC Calendar, or it can be left blank. There is no impact either way to reporting sessions; as long as the Sessions Resource is set to ON, information reports.



Basha Elementary School		-
TERM DETAIL	ED-FI CODE	
21-22 *Basha Elementary School   Main   Q1 08/05/2021 - 10/15/2021	First Quarter: First Quarter	•
21-22 *Basha Elementary School   Main   Q2 10/18/2021 - 12/22/2021	Second Quarter: Second Quarter	•
21-22 *Basha Elementary School   Main   Q3 01/05/2022 - 03/18/2022	Third Quarter: Third Quarter	•
21-22 *Basha Elementary School   Main   Q4 03/21/2022 - 05/23/2022	Fourth Quarter: Fourth Quarter	•
21C 21-22 *Basha Elementary Sc   Main   Q1 06/01/2021 - 09/15/2021		•
21C 21-22 *Basha Elementary Sc   Main   Q2 09/16/2021 - 12/23/2021		•
21C 21-22 *Basha Elementary Sc   Main   Q3 01/03/2022 - 03/15/2022		•
21C 21-22 *Basha Elementary Sc   Main   Q4 03/16/2022 - 05/27/2022		•

#### **Previous Versions**

21st CCLC (Arizona) [.2323] 21st CCLC (Arizona) [.2303 - .2319]